



Sonoma Valley Unified School District

Substitutes Employment Information

The Sonoma Valley Unified School District is continually seeking qualified individuals available to work as substitutes in the following positions:

SUBSTITUTE TEACHERS: Skills needed are: bachelors degree, pass the CBEST exam, register with the Sonoma County Office of Education.

SCHOOL OFFICE MANAGER: Skills needed are: ability to manage an office, answer telephone, maintain records, keyboard correspondence, operate office equipment, etc.

STOREKEEPER: Skills needed are: ability to lift boxes, load/unload delivery trucks, stock supplies, pick up District mail, California Driver's License, certificate to drive a fork lift desirable, etc.

NOON DUTY SUPERVISORS/CAMPUS SUPERVISORS: Skills needed are: ability to monitor student behavior, enforce school rules, maintain order in cafeteria, mediate disagreements, etc.

CLERICAL POSITIONS: Skills needed are: ability to deal with the public, answer telephones, take messages, enter data in computer terminal, etc.

SCHOOL BUS DRIVERS: Skills needed are: ability to operate a school bus, transport students, maintain buses, California Driver's License, driving and first aide exam, physical/medical exam, California school bus driver's certificate, etc.

IF YOU'RE INTERESTED, please call the Human Resources Department at the Sonoma Valley Unified School District Office for more information. Interested parties must complete an application including fingerprints, TB test, and proof of identification. (Some jobs require a Post Offer/Pre-Placement Medical Assessment.)

CALL (707) 935-6008 NOW!!